

Ohio Parenting and Pregnancy Program Grant

**APPENDIX A**  
**TECHNICAL APPLICATION**

**Instructions:** Applicants are to fully complete this application and submit it with any additional required documents to be officially deemed the applicant's submitted response. Applicants may replicate this application in order to provide necessary responses; however, no application text may be altered or the applicant may risk disqualification.

**Application Cover Page**

<b>Organization Name:</b>	Diocese of Youngstown Catholic Charities Corp.
<b>Organization Address:</b>	144 West Wood Street Youngstown, Ohio 44503
<b>Point of Contact:</b>	Nikole Baringer
<b>Telephone Number:</b>	330-744-8451, ext. 323
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<b>Federal Tax Id Number:</b>	34-0714328
<b>OAKS Vendor ID (if have one):</b>	N/A
<b>DUNS Number:</b>	175897102
<b>Director/CEO:</b>	Mary Ellen Andersen
<b>Name of Signature Authority:</b>	Mary Ellen Andersen
<b>Title of Signature Authority:</b>	President & CEO
<b>E-mail Address of Signature Authority:</b>	mandersen@youngstowndiocese.org

**Ohio Parenting and Pregnancy Program Grant**  
**APPENDIX A**  
**TECHNICAL APPLICATION**

**Mandatory Applicant Qualifications**

In order to be considered for the grant expected to result from this RFGA, ODJFS requires that interested applicants **MUST** meet, at minimum, **ALL** the following qualification requirements. **Applicants who do not meet the following requirements shall not be considered for any grant award.**

1. Applicants **MUST** provide evidence that they are a private not-for-profit organization by submitting a copy of their organization's current and valid not-for-profit 501©(3) tax status determination letter from the Internal Revenue Service (IRS). Please attach this document with your agency's application submission.
2. Applicants **MUST** demonstrate that they have a physical location or office in the state of Ohio. Please provide your agency's office location.
3. Applicants **MUST** sign the Program Assurances affirmation page of this application and include it in their application submission.
4. Applicants **MUST** identify and assign one key staff person [to serve as **Program Lead**] who can demonstrate a minimum of two (2) years of experience operating in areas of family planning or other services such as abortion prevention services, childbirth promotion, parenting development and/or adoption assistance and also resides in the state of Ohio. Applicant must provide an affirmation that the Program Lead resides in Ohio [Do Not provide Program Lead's home address]. Profile and resume must be included for the Program Lead.

**Organizational Experience and Capabilities**  
(Response should be no more than 2 pages in total for items 5-6)

5. Clearly identify the indicators of your agency's effectiveness, quality and outcomes achieved for similar program. And if the desired outcomes were not met, include an explanation of the lessons learned and how those obstacles were corrected.

Catholic Charities is known throughout the Diocese of Youngstown for providing quality, professional services for children, adults, and families. Catholic Charities' First Step programs offered in all six counties of the diocese (Ashtabula, Columbiana, Mahoning, Portage, Stark and Trumbull) provide material assistance and case management services to low-income pregnant women and families with children ages 0-3. The goals of the First Step program are as follows:

- To meet clients' immediate needs for food, formula, diapers, and other items essential for the health and well-being of children ages 0-3;
- To offer a limited number of cribs, car seats, and other items (as available) to ensure the safety of children ages 0-3;
- To supplement material assistance with case management services to help clients transition from dependency to financial self-sufficiency;
- To provide information on adoption services and to assist with the development of an adoption plan as necessary;
- To offer supportive services for clients who choose to parent their children;
- To strengthen families by providing life-affirming services and information.

In 2013, Catholic Charities' First Step Programs in the Diocese of Youngstown served 6,952 unduplicated clients (1,913 households), approximately 60% of whom were children. The majority of those helped received material assistance. A lesser number of clients received case management services due to lack of available staff. Case management services are extended on a selective basis to either those with the capacity and desire to become self-sufficient, or those in such dire situations that intervention is necessary to ensure well-being. Catholic Charities has enlisted volunteers to help with the material resources component of the First Step program so that professional case workers can spend more time talking to clients and working with them on a plan for greater self-sufficiency. In 2013, a total of 17 First Step Program volunteers provided Catholic Charities with 137 hours of assistance.

Since the early 1900s, Catholic Charities has been involved with foster care and adoption services. Although more women today are choosing to parent their children with or without a partner, Catholic Charities continues to maintain an adoption license for those interested in affirming life through adoption. Catholic Charities offers the following adoption services: one-on-one consultation; home study; infant adoption training; international adoption assistance; adoption search; foster parent training; information, referral and advocacy. In 2013, Catholic Charities facilitated 18 step-parent/relative adoption placements.

Another often overlooked alternative to abortion, and to pregnancy, is sexual abstinence. Catholic Charities has been providing abstinence education in local schools for about 15 years. In 2013, Catholic Charities provided 254 group sessions to about 4,000 sixth grade, junior high and high school students. The message of this multi-intervention effort

is that abstinence is the only certain way to avoid out-of-wedlock pregnancy and sexually transmitted diseases.

Catholic Charities also offers parenting skills training in order to prevent child abuse and neglect through the development of positive parent-child relationships. The trainings stress the importance of cooperation, encouragement, responsibility, good communication skills and discipline as effective parenting tools. In 2013, Catholic Charities provided parenting skills training to almost 2,000 people, the overwhelming majority of whom were single women age 18 and over.

Recognizing the importance of providing parenting skills to young parents with little family/social support, Catholic Charities began to pilot a project called "Opening Doors" which provides at-risk parents with a 10-week course in parenting. Catholic Charities is interested in duplicating this program in several areas of the diocese to meet the growing demand for parenting support and education.

6. Describe your agency's length and depth of experience providing services in the following areas (minimum of 2 years in each):
  - a. Family planning or other services: Catholic Charities has been providing abstinence-based education in schools nearly 15 years. The program is staffed by an individual with a Bachelor's degree in Christian Social Ministry, and a Sexual Risk Avoidance Specialist Certification. Catholic Charities utilizes the *Responsible Social Values Program* curriculum for middle school and junior high school students, and the *For Keeps* curriculum for high school students. Both are evidence-based and medically accurate. About 4,000 students were served in 2013.
  - b. Abortion prevention services and childbirth promotion: Catholic Charities has been providing adoption services and counseling for those facing an unplanned pregnancy since before the 1950s. Catholic Charities addresses the spectrum of need in this area, from women facing unplanned pregnancies through preparing for birth or making an adoption plan to parenting skills training for parents with little family/social support.
  - c. Parenting development and/or adoption assistance: Catholic Charities has been offering parenting skills training for over 20 years, beginning with three-part informational programs on a particular topic, such as discipline or stages of development. Catholic Charities continued to expand the series into regularly scheduled informational sessions on various parenting topics. Presenters included community experts and social service professionals. Incentives were sometimes provided to those who attended a certain number of sessions. In 2013, a total of 1,765 people participated in Catholic Charities' parenting skills opportunities.

### Key Staff Experience and Capabilities

Profiles and resumes must easily identify how the applicant's assigned key staff meet the required experience and capabilities for this program. Profiles and resumes must also be included for all persons proposed for key positions. **(Responses should be no more than 8 pages in total for Items 7-10, not including key staff resumes.)**

7. Identify and assign a key staff member as **Program Outcome Manager** to be responsible for ensuring that the applicant's proposed planned uses of funding (i.e., increase number served, provide new or expanded services, expand geographical area served, or other relevant use of funding) have been successfully accomplished and provided. The **Program Outcome Manager** should have at least one (1) year of experience in working in areas of family planning or other services such as abortion prevention services, childbirth promotion, parenting development, and/or adoption assistance. Note: The applicant's Program Outcome Manager may also serve as Program Lead; however, the applicant must demonstrate that the assigned key staff person meets the minimum required experience for both roles.

**Program Outcome Manager:** Mary Ellen Andersen, President & CEO  
Diocese of Youngstown Catholic Charities Corp.

8. Identify and assign a key staff member as **Fiscal Specialist** to be responsible for preparing the monthly invoices and ensuring adherence to the fiscal policies and procedures, and preparing any additional reports as necessary. The **Fiscal Specialist** should have at least one (1) year of experience in working with fiscal program and/or systems.

**Fiscal Specialist:** Vince Mediate, MBA, CPA

9. Identify and assign at least one key staff member as **Case Worker** to be responsible for coordinating care, resources and services for individual or family participants that will provide services to promote childbirth and parenting. The **Case Worker** should have at least one (1) year of experience in working in areas of family planning or other family services that promote parenting, two parent families or family intervention services.

**Case Workers:** Roberta Christofaris, LSW, Case Manager  
Taunya Fuller, LSW, Social Worker  
Cari Guiley, LSW, Case Manager  
Pamela Richcreek, Family Services Caseworker  
Valerie Thomas, LSW, Case Manager  
Devon Yates, Family Services Caseworker

10. Identify, by position and name, any additional support staff your agency considers key to the program's success located within the service providers' office. Provide a list of key staff, their relevant education and work experience (including the subject and duration) and the duties they will perform under this program.

Ann Brandt – Ann is the Program Manager for Catholic Charities Regional Agency. She is responsible for supervision, development, implementation and evaluation of program area goals, policies and procedures. Along with those duties, Ann supervises program staff, assures program compliance and quality of service delivery, provides for orientation and ongoing training for program staff, conducts periodic staff meetings,

complete requested reports, and monitors all license regulations for the various programs. Ann holds a Bachelor's degree in Education from Westminster College, a Master's in Education with a major in Community Counseling from Youngstown State University and a Master's in Educational Administration from Arizona State University. Ann is also Licensed as a Professional Clinical Counselor and Supervisor in the State of Ohio. Ann has been employed with Catholic Charities Regional Agency since November 2012.

Christina Erb – Christina is the Fiscal Coordinator for Catholic Charities of Ashtabula County. She is to perform the day to day functions associated with coordinating and supervising the fiscal operations of the Agency; managing the accounting of all the agency assets and liabilities; assisting the Executive Director with research and development of budgets for the total agency as well as individual grants, contracts and allocation proposals; making recommendations for the effective, efficient utilization of operations and funds; managing benefits and ensuring successful audits. Christina holds a Bachelor of Business Administration; major in Accounting, and has been with the Agency since January, 2001.

Margaret Fisher – Meg is the Finance Director for Catholic Charities Regional Agency. She performs the day to day functions associated with coordinating and supervising the fiscal operations of the Agency; prepares financial statements and reports; manages the daily cash flow; completes budgeting and grant administration; manages payroll; assists with event planning and fundraising; and ensures successful audits. Meg holds a Bachelor's Degree in Business Administration with a major in Accounting and Economics from Youngstown State University; a Master's degree in Organizational Leadership from Geneva College; and has been with the Agency since October 2010.

Mary Meranda – Mary provides fiscal support and is responsible for the entering and maintaining the accounts receivable system, tracking and processing employee benefits, processing and preparing payroll, and assisting in the preparation of reports and cost analysis for grants. Mary holds a Bachelor of Science in Education and has been with the Agency since September, 2012.

Jill Valentic – Jill is the Assistant Director for Catholic Charities of Ashtabula County. She is responsible for assisting the Executive Director in all aspects of daily activities by aiding in the planning and implementation of program area goals, policies and procedures. Along with those duties, Jill is the supervisor for the Family Services, First Step, and Abstinence Education Programs. Prior to her position as the Assistant Director, Jill served as the Protective Services supervisor overseeing the Guardianship Program and Representative Payeeship Program. Jill holds a Business Administration degree from Georgian Court University and is in the process of earning her Master's in Social Work from Case Western Reserve University. Jill has been employed with Catholic Charities of Ashtabula County since February, 2005.

**Important:** It is the affirmative responsibility of the organization submitting the application to remove all personal confidential information (such as home addresses and social security numbers) of the organization's staff and/or of any subcontractor and subcontractor staff from resumes or any other part of the application package.

## Mary Ellen Andersen

### *Work Experience:*

Director of Social Services, Diocese of Youngstown

*1993 – Present*

President/CEO, Diocese of Youngstown Catholic Charities Corporation (DOYCCC)

*1999 – Present*

- Coordinates the delivery of Catholic social services throughout the Diocese of Youngstown.
- Works with Executive Director and DOYCCC Budget Committee in the preparation and analysis of budgets for the offices and programs funded by Catholic Charities.
- Provides expertise in program development and evaluation.
- Collaborates with the Executive Director to help establish, implement, and evaluate a strategic plan for Catholic Charities' service delivery.
- Assists in the development of marketing and public relations materials.
- Supervises special events and fundraising, as well as management of grants.
- As President/CEO,
  - Attends meetings of the Boards of Directors of Catholic Charities affiliate agencies regularly to maintain communication about the mission, goals and services of Catholic Charities throughout the diocese.
  - Assists the agency Boards of Directors in developing a deeper understanding of the purpose and role of a Catholic Charities agency and the key indicators of quality service, which must characterize services offered in the name of the Catholic Church to those in need.
  - Utilizes group and organizational skills to facilitate regular meetings of the affiliated agency executive directors, encouraging collaborative efforts to achieve Catholic Charities' mission and goals.
  - Applies understanding of sound social work practice and research, accreditation standards, and state licensing requirements for professions to mentor and monitor the agencies in community needs assessment, effective service delivery and program evaluation.

Executive Director, Family & Community Services of Catholic Charities of Portage County

*1990 – 1993*

Administered a three-quarter million dollar budget and implemented the following programs:

- Family counseling for adults and children, as well as marriage therapy.
- Emergency assistance with cash, clothing, furniture and referrals, as well as a hot meal program serving over 25,000 meals per year.
- Consumer Credit Counseling Services for fiscal management and debt consolidation.
- Domestic violence shelter and services, including legal assistance and advocacy for victims.
- Retired Senior Volunteer Program to involve senior citizens in productive non-profit volunteer efforts.

Executive Director, Catholic Service League, Ashtabula, Ohio

*1986 – 1990*

- Supervised and served the agency in several capacities, including the creation of the Director of Community Services position.
- Developed programming in financial counseling through Consumer Credit Counseling; housing counseling through the Department of Housing and Urban Development, and clinical treatment for troubled youth in cooperation with the County Juvenile Court.
- Provided adoption, foster care, and emergency financial assistance to needy families.

Teacher, English and Reading, remedial and gifted students

1982 – 1986

- Mother of Sorrows School, Ashtabula, Ohio (Grades 5-8)
- Conneaut High School, Conneaut, Ohio (Grades 10-12)

***Education and Leadership Development***

- Bachelor of Arts: Communications – Gannon University, Erie, Pennsylvania, 1982.
- Master's Certificate, Religious Education – Diocese of Youngstown, Youngstown, Ohio, 1983.
- Master of Science, Clinical Counseling – Gannon University, Erie Pennsylvania, 1988.
- Mandel School for Non-Profit Administration – Case Western Reserve University, 1989-1990.
- Catholic Charities USA Leadership Institute, 1990.
- Catholic Charities USA Advanced Leadership Institute, 1998.
- Chairperson, Catholic Charities USA Committee on Economic Justice for Women, 1996-1998.
- Chairperson, Catholic Conference of Ohio Department of Social Concerns, 1997 – 1999.
  - *Liaison for Ohio New Covenant Convening*, 1996
- Member, State of Ohio Governor's Task Force on Faith-Based Initiatives, 2002 – 2003
- Villa Maria Residential Services Board, 2005 – 2014
- Mendoza College of Business – University of Notre Dame, 2009 – 2011
  - *Certificate on Mission-Based Leadership and Organizational Development*
- Vice Chairperson, Catholic Charities USA Executive Council of Diocesan Directors, 2013 – Present

***Recent Trainings***

- National Association of Social Workers, Ohio Chapter – Columbus, Ohio, 2011
  - *Social Work Ethics; Social Work Practice in an Age of Information, Texting and Tweeting and Social Networking*
- Autism/Asperger's Conference, Pittsburgh, Pennsylvania, 2012

***Volunteer Service***

- Hospice Volunteer/Bereavement Counselor, 1981 – 1989
- Various Community Boards and Parish Committees



# Mary Ellen (Meg) Andersen

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Mary Ellen (Meg) Andersen is the Director of Social Services for Catholic Charities of the Diocese of Youngstown and the President/CEO of the Diocese of Youngstown Catholic Charities Corporation. She received her Bachelor of Arts degree in communications from Gannon University in Erie, Pennsylvania, where she later earned her Master of Science degree in clinical counseling. After a seven year career administering social services for local Catholic Charities agencies in Ashtabula and Portage Counties in northeastern Ohio, Meg accepted the position of Director of Social Services for the Diocese of Youngstown. In this position, she provides administrative oversight for the delivery of social services throughout the entire six-county diocese. After Bishop Thomas J. Tobin restructured Catholic Charities to a Member governance model in 1999, Meg was appointed President and CEO of the Diocese of Youngstown Catholic Charities Corporation.

Meg currently serves as the vice-chairperson of Catholic Charities USA's Executive Council of Diocesan Directors. This Council provides input, coordination, and planning between Catholic Charities USA's office and Catholic Charities agencies across the country. She has served on various Catholic Charities USA committees and task forces in her tenure with Catholic Charities, and has participated in various professional development opportunities, including a collaborative venture co-sponsored by Catholic Charities USA and the Mendoza College of Business at the University of Notre Dame entitled, *From Mission to Service: A Program on Mission-based Leadership and Organizational Development*.

Throughout her career, Meg has been particularly passionate about issues impacting women and children. She has provided counseling to women facing unplanned pregnancies, maintained successful adoption programs in the local Catholic Charities agencies she has served, and advocated for victims of domestic violence. She continues to collaborate with Catholic Charities leadership on solutions to eradicate poverty by empowering and supporting women in their journey to economic self-sufficiency.

## Vince Mediate, MBA, CPA

### EXPERIENCE

- 2009  
To  
present      **Youngstown State University** – Instructor, part-time  
Financial Accounting 2602 and Managerial Accounting 2603
- ETI Technical College**, Niles, OH, Instructor, part-time  
Payroll & Payroll Tax Accounting, Fundamentals of Taxation,  
Accounting 2, Managerial Accounting
- 1996  
to  
present      **Vince Mediate, MBA, CPA** – Owner - perform accounting, tax,  
payroll, personnel, consulting, and part-time Controller services for  
business clients and non-profits. Prepare business and personal tax  
returns. Hire, train, supervise, and evaluate employees and interns.
- 1993  
to  
1997      **Ply-Trim Enterprises, Inc.** – Wholesale, retail, manufacturer of building  
products. Controller – report to Vice President. Maintain general ledgers  
and produce monthly financial statements for seven companies. Control  
inventory and cash management. Establish, manage, and audit policies  
and procedures. Supervise staff. Interface with outside professionals on  
related financial and administrative matters (i.e. auditors, attorneys,  
bankers, insurance agents, etc.). Provide budgets, forecasts, etc.
- 1991  
to  
1992      **Yurchyk & Davis, CPAs** – Perform tax, audit, management advisory, and  
other client-related services, such as strategic and financial planning and  
financial statement preparation and analysis.

### EDUCATION

MBA, Youngstown State University, 1994  
Cum Laude Graduate  
Major: Business Management

BS, Youngstown State University, 1982  
Major: Business Administration – Accounting  
Minors: Economics, Management, Marketing

### LICENSE

Certified Public Accountant, 1992

### PROFESSIONAL ASSOCIATIONS

American Institute of CPAs, Ohio Society of CPAs, Institute of  
Management Accountants, YSU Alumni Association



## **Vince Mediate**

**BIO:** Vince Mediate grew up in Ohio. After college, he spent 5 years in Dallas, Texas before returning to Ohio and starting his own accounting firm in 1996. He enjoys working with a variety of clients and providing a complete array of business services. He also enjoys teaching, reading, golf, travel, and spending time with his wife and 3 young children.

# ROBERTA CHRISTOFARIS

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## PROFESSIONAL SUMMARY

Licensed social worker experienced in providing family support services to families with young children (0-6 years of age). Early childhood intervention techniques and parental education include the primary domains of language/intellectual/social/emotional/ and physical development.

## CORE QUALIFICATIONS

- Client based needs assessment
- Able to provide parenting information in both informal and formal class settings
- Knowledgeable regarding developmentally appropriate parenting practices
- Experienced in using early childhood assessment tools
- Evaluative skills for further professional referrals
- Utilize positive parenting approach

## EXPERIENCE

### CATHOLIC CHARITIES SERVING PORTAGE & STARK COUNTIES

Ravenna, Ohio

Case Manager of First Step Pregnancy and Family Support

04/2012 to Current

This program offers material assistance to families with young children including diapers, wipes, clothing, blankets, coats, and more. Parenting information and case management is also provided as needed.

### CHILDREN'S ADVANTAGE

Ravenna, Ohio

Early Childhood In-Home Counselor

08/2011 to 04/2012

Provided community based mental health and case management services to families with children under seven years of age

### COMMUNITY ACTION COUNCIL OF PORTAGE COUNTY

Ravenna, Ohio

Parent Educator/ Home Visitor

08/2003 to 07/2011

Taught classroom based and in-home parenting classes to families with young children

## EDUCATION

BACHELOR OF ARTS: PSYCHOLOGY

Kent State University, Kent, Ohio



**Roberta Christofaris, LSW**

**June 30, 2014**

**Professional Biography:** I have been practicing as a Licensed Social Worker with a focus in early childhood for over ten years. This experience includes teaching developmentally appropriate activities and parenting techniques which encourage and enhance positive outcomes. Consultations and assessments have been conducted both in-home and within agency settings, all with a preventive and client-centered emphasis.

## TAUNYA M. FULLER, LSW

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### PROFESSIONAL EXPERIENCE

- 07/2011-Present     **Social Worker, Catholic Charities Regional Agency-Youngstown, Ohio**  
Responsibilities: Provide social work service geared to pregnancy and adoption support, parent education and family strengthening, crisis response, counseling for pregnancy loss and post-abortion reconciliation. Provide social work service geared to grief, bereavement and loss. Connects the homeless and low income persons to community resources to obtain health-care services, housing, transportation etc. Build partnerships and collaboration with other programs, agencies, parishes and other interested parties. Provides educational presentations and outreach to the community and existing support groups and services for specific populations. Completes intakes and assessments as referred. Provides crisis intervention.
- 05/2008- 07/2011     **Social Worker, Southern Care- Austintown, OH**  
Responsibilities: Provide assistance with applications for Supplemental Security Income, Hospice Medicaid, Medicaid Waiver, obtain resources from community social, health, pharmaceutical and welfare agencies. Participate in the development of an individual care plan/ discharge plan with other members of the interdisciplinary care team; communicate with other team members, health care providers, community agencies, etc. in an effort to solve problems of patients/families as permitted by confidentiality. Determine psychosocial assessment of patient needs and provide social, psychological, bereavement care, counseling, financial, cultural and family situation services and support for patients/families. Complete spiritual assessment and request spiritual support for patients/families as needed.
- 03/2000-05/2008     **Case manager, Burdman Group, Inc.- Youngstown, OH**  
Responsibilities: Conducted Diagnostic Assessments of new referrals or reviewed Diagnostic Assessment completed by Intake Worker. Completed personal needs and family assessments of Welfare-to-Work clients. Referred clients out for community services based on their needs. Collaborated with DJFS case managers/mentors. Referred clients for vocational assessments. Monitored and evaluated ongoing services, needs, and client compliance with assessment plan, job readiness, employment plan, and hardship requirements. Advocated for clients with community agencies. Maintained case record notes. Organized and conducted monthly educational group seminars for clients.
- 09/1998-02/2000     **Service Coordinator, Family Service Agency- Youngstown, OH**  
Responsibilities: Responsible for locating families of children birth to three years of age who may be eligible for early intervention services. Provided coordination of services and follow up services for families. Provided transition assistance for children at age three. Cooperatively worked with other early intervention providers. Kept client documentation. Referred to other community resources that would provide assistance to meet child and family needs.
- 07/1997-09/1998     **Judicial Advocate, Family Service Agency- Youngstown, OH**  
Responsibilities: Responsible for coordinating of volunteers: recruiting, hiring, training, and scheduling of volunteers. Worked cooperatively with police departments and prosecutor's offices to keep clients informed of dates and other necessary information. Accompanied and supported clients through criminal justice system. Kept documentation of all activities. Assisted victims in crisis situations either via the phone or hospital emergency rooms. Referred to other community resources that would provide assistance to meet client needs.

### EDUCATION

- 06/1997     **Youngstown State University- Youngstown, OH**  
*Bachelor of Arts Degree/ Social Work, LSW*

### COMMUNITY ACTIVITIES

- 05/1998-Present     **President- H.O.W.- Helping Other Women**, Support group for women. "Operation off the Floor"  
2000-Present     **Licensed Missionary**  
2000-Present     **Youth Church Leader**  
2005- Present     **Volunteer at Rescue Mission**

### **BIO for Taunya Fuller**

Taunya Fuller, a licensed Social Worker was born in Youngstown, Ohio. She graduated high school and attended Youngstown State University obtaining her Bachelor's of Art degree in Social Work.

Before obtaining her degree in Social Work, Taunya worked in a hospital setting for many years, working in various capacities within the hospital setting. After obtaining her degree, Taunya has worked with many community agencies working with a variety of the community's population helping to meet varying needs.

Taunya is actively involved within her community working as a volunteer.

Taunya and her husband have five children, one of whom was adopted.

## **Cari Guiley, LSW**

First Step Case Manager

Catholic Charities Serving Portage and Stark Counties

### Profile

Professional and dedicated individual with experience working with families and youth in promoting healthy individuals and relationships.

### Education

1997: B. A. - Social Work

Malone College – Canton, OH

1993: B.A. - Liberal Arts

Malone College – Canton, OH

### Work Experience:

2013-Present: *First Step Case Manager, Catholic Charities Serving Portage and Stark Counties*

Provides material assistance and light case management to families with children through age three. Offers guidance and support to diverse populations within the community.

Works with individuals and families to promote and facilitate self-sufficiency.

2008-2013: *Substitute Teacher/Middle School Track Coach, Louisville City Schools*

Substitute teacher in Louisville City Schools. Worked as the assistant and head coach for the Middle School Track Team.

2013: *Home Instead Senior Care*

Provided non-medical care to senior citizens.

2009: *Growing Minds*

Provided one on one counseling to juveniles who resided in a group home environment.

2000-2013: *First Friends Church*

Seasonal work with youth through coaching youth sports. Provided care and supervised nursery program.

1998-2000: *Team Leader, Siffrin Residential Association*

Provided coordination of individuals plans of service. Directly supervised all staff assigned to TL, and maintained records. Reviewed, updated, and revised home procedures to maintain compliance with required standards.

1993-1998: *Team Support Specialist, Siffrin Residential Association*

Responsible for assisting developmentally disabled adults with daily care and tasks, organizing activities, implementing programs, and cultivating individuals' skills.

### Skills

\*LSW Certified

\*Certified CRP/First Aid

\*Certified Coaching Endorsement

\*Seasonal and Sub-contract jobs involving youth activities.



### Cari Guiley Bio

Guiley graduated from Malone College in Canton, Ohio and graduated in 1993 with Liberal Arts degree in Social Science/Physical Education. She returned to Malone and completed a Social Work degree in 1996, and soon after received her LSW.

Guiley joined the staff at Catholic Charities Serving Portage and Stark Counties in 2012 as First Step Case Manager. In this position, Guiley works directly with parents of children (ages 3 and under) by providing guidance, support, and material assistance to build parenting skills, and to promote self-sufficiency among her clients. She has facilitated many special and seasonal programs as well. Prior to joining Catholic Charities, Guiley worked in the Mental health field MR/DD and Mental illness, from direct care to management for many years.

Guiley has been an active volunteer in many areas over the years. She currently resides in Louisville, Oh with her three children and also works as the Louisville Middle and High School Track Coach and as a substitute teacher with the Louisville Local School District.

PAMELA M. RICHCREEK

Objective

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To pursue a career in social services to assist people in need

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EXPERIENCE

Catholic Charities of Ashtabula County

Family Services Caseworker, 1998 – Present

- Responsible for providing direct case management in the Family Services Program area, including housing counseling and financial literacy education
- Responsible for developing and building relationships with other social service networks within the county
- Responsible for coordinating and compiling required reports
- Responsible for coordinating special projects as necessary
- Recruiting, training and developing volunteers as needed
- Public Speaking

CTI Audio, Inc.

Executive Secretary/Administrative Assistant/Personnel, 1997- 1998

- Preparing E.O.M. Reports
- Maintaining personnel files and time cards
- Employment Screening
- Benefits Administration

Charles N. Lafferty, Attorney at Law

Legal Secretary/Office Manager, 1990-1996

- Fulfill supervisory responsibilities over office support staff
- Preparation of all Court Documents, forms and pleadings
- Scheduling and Purchasing

Future Controls Corporation

Secretary, 1988- 1990

- Accounts Payable and Receivable, bookkeeping and inventory control



## Education

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### Kent State University

*Associate Degree of Human Services Technology, 2006*

*Associate Degree of Office Management, 1989*

*Associate Degree of Business Management, 1988*

### Certifications

*Certified Consumer Credit Counselor 2006*

*Certified Counselor Educator in Personal Finance 2010*

## PAM RICHCREEK - BIO

Pam Richcreek has been employed for the past sixteen years with Catholic Charities of Ashtabula County. She is married with one minor child. Attending Kent State University, she is currently in senior status working on a Bachelor's Degree in Psychology with a minor in Criminal Justice Studies. Pam's Personal mission coincides with the Agency's mission, and she hopes to continue working on personal growth and continued education.

**Valerie L Thomas**

**EDUCATION:** Bachelor of Arts – Social Work Youngstown State University  
AH National Certification in Nonprofit Management and Leadership  
Youngstown State University ~ October 29, 2010

**EMPLOYMENT HISTORY:**

**Catholic Charities Regional Agency Youngstown, Ohio 2007-present**

- Case manager 2007 to present
- Managed programs to assist families in poverty
- Assist clients in need of housing with HUD Grant
- Provide case management services to prevent homelessness

**Northeast Ohio Adoption Services Warren, Ohio 1997-2007**

- Project manager
- Permanency Planning Specialist
- Supervise adoptive and foster families

**Family Service Agency Youngstown, Ohio 1985-1995**

- Provide individual and group counseling for at risk youth
- Supervise staff
- Direct parents group meetings
- License and supervise families providing foster care

**OTHER CERTIFICATIONS:**

State of Ohio Licensed Social Worker  
State of Ohio Adoption Assessor  
Certified Surrogate Parent (Advocate for students receiving special education services)

Valerie Thomas has been in the field of Social Services for 33 years. My work experiences have included: day care administrator, outreach worker, adoption assessor and trainer for adoptive & foster parents, case management services to prevent homelessness and case manager to families with infants. I am a volunteer surrogate parent (advocate for students in special education). In 2010 I received the American Humanities National Certificate in Nonprofit Management and Leadership. My priority is to improve the lives of children by encouraging and teaching parents to end their cycle of abuse, neglect and poverty.

# Devon Yates

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## Experience –

### **2014- Present**      **Catholic Charities of Ashtabula County, Ashtabula, OH**

- Working within the financial boundaries of the funding available while developing rapport with supervisor and co-workers.
- Developed and helped build relationships with other appropriate entities in the county for networking and referral purposes.
- Ensured that all program reporting requirements are completed in an accurate and timely manner.
- Helped implement Family Services Program area policies and procedures.
- Assisted in the development of and compliance with quality assurance standards of the Family Services Program.
- Ensured the highest degree of achievement and performance in the Family Services Program

### **2012- Present**      **Family Pride of N.E. Ohio**      **Chardon, Ohio**

- Assists youth in mentorship, skill building, and communication skills on a weekly basis.
- Worked with High School to Elementary Students on a weekly basis, focused on displaying appropriate behavior and anger management skills.
- Went in home to work on family issues, and coping skills to deal with stress and dysfunction in the household.

### **010- 2012**      **Signature Health**      **Ashtabula, Ohio**

- Assisted clients in the community with education on skills to improve independence along with education on entitlements and assistance available in county.

- Advocated for clients with agencies in the community to help with improving overall life, in regards to finances, and benefits.
- Office work that included Microsoft Word and PowerPoint.
- Organized and conducted group meetings of 20 – 30 people on a weekly basis.

**2006 – 2010                      Saybrook Fire Department                      Ashtabula, Ohio**

**Dispatcher**

- Received work orders and tenders from superiors and dispatched them to personnel.
- Maintained continuous communication channels with supervisors and workers to sort their work related issues and doubts.
- Estimated workforce requirement and equipment needed to complete particular projects.

**2006-2007                      Community Care Ambulance                      Ashtabula, Ohio**

**Wheel Chair Tech/ Dispatcher**

- Assisted with scheduling and transporting clients to destinations in Northeast Ohio. Using various computer programs to achieve these tasks.
- Linked and directed EMS to hospital and other destinations, with debriefing and medical terminology.

## Education

**2007-2011                      Kaplan University                      Davenport, IA**

- Bachelor's Degree in Business Management/Human Resource Management
- Graduated with 3.0 GPA



## DEVON YATES - BIO

Devon Yates is forward thinking, humorous, and dedicated; with an emphasis on bettering the clients served. He has worked with many clients through recent jobs and personal experiences and through these experiences he has developed a passion for seeing others achieve goals and making better decisions. Devon's wish is to combine my knowledge and experience in these areas, to deliver the best creative and influential presence and impact to these clients and their families. He is a family man who also loves coffee.

### **Applicant Agency Profile**

**(Response should be no more than 4 pages in total for items 11-13, not including attached brochures/printed material.)**

11. Describe the services your agency currently provides, including logistics of operations and geographical areas of coverage, and any unique features. Include your agency's website address and attach a brochure or other printed material that provides information on your agency.

The six counties that comprise the Diocese of Youngstown were separated from the Cleveland Diocese by order of the Holy See in 1943. Catholic Charities was established by Bishop James McFadden soon after the formation of the diocese to coordinate the Catholic social service efforts already present in five of the six counties: Columbiana, Mahoning, Portage, Stark and Trumbull. Catholic Charities of Ashtabula County was then added to provide coverage throughout the diocese.

Catholic social service efforts – under the auspices of a local diocese – in both the Eastern and Western regions of the Youngstown Diocese predate the official establishment of Catholic Charities by over 25 years.

In 1999, after thoroughly analyzing and evaluating the structure, programs and activities of the Catholic Charities system, Bishop Thomas J. Tobin decided it was in the best interest of the diocese to restructure the system. This decision led to the establishment of the Diocese of Youngstown Catholic Charities Corporation (DOYCCC). The DOYCCC serves the six northeastern counties of Ohio: Ashtabula, Columbiana, Mahoning, Portage, Stark and Trumbull. Within this six-county region, Catholic Charities has three social service agencies (Catholic Charities of Ashtabula County; Catholic Charities Serving Portage and Stark Counties; and Catholic Charities Regional Agency, serving Columbiana, Mahoning and Trumbull Counties) and a housing organization (Catholic Charities Housing Opportunities), all of which sponsor a total of eleven service sites.

A very unique feature of the Diocese of Youngstown Catholic Charities Corporation is that its affiliate agencies are located in a region designated as an "Appalachian, Rust Belt." Throughout the diocese's history, its geographical area and economy has changed dramatically. Beginning in 1960, the production in the steel mills took a drastic down turn, mainly due to lack of cooling water in Youngstown, a geographically landlocked area. The region, which at one time had been referred to as the Steel Belt of America, soon became known as the Rust Belt. As steel mills closed, many other local establishments and businesses closed with them. Individuals were not only unemployed, but a large number were unemployable for other work.

In the last decade the economic situation has worsened. In the six counties that comprise the Diocese of Youngstown, the population has decreased an average of 4.35%, with the highest decrease in Mahoning County, where Youngstown is located. The continued decrease in population has led to various problems within each county, such as a decrease in property tax base; decrease in revenue; increase in the number of foreclosures; and an overall lack of jobs needed to sustain the area. Despite these numerous challenges, Catholic Charities continues to address the various needs and high demand for services and programs for all people in need throughout the six-county region.

*The mission of Catholic Charities is to provide service to people in need, to advocate for justice in social structures, and to call the entire Church and other people of good will to do the same.* Catholic Charities is devoted to helping meet basic human needs, strengthening families, building communities and empowering low-income people. Although advances in technology and science have transformed society, individuals and families still find themselves in desperate situations that require the basic necessities for living. Catholic Charities continues to provide the traditional services, such as emergency assistance with food, clothing and shelter, while developing new programs and services to meet new and emerging needs. Opening Doors, a 10-week parenting skills series for at-risk families, and Cooking Matters, a guided grocery store tour teaching skills for buying healthy foods on a budget, are just a few of the more recent programs Catholic Charities has developed.

As communities expand and change, the needs of its residents also transform. Since every community is unique, the eleven Catholic Charities locations offer a different combination of services and programs to meet local needs.

The programs and services offered by Catholic Charities are available to all qualified individuals who live or work in the Diocese of Youngstown. Last year alone, Catholic Charities was able to provide assistance to more than 44,000 people throughout the diocese.

Catholic Charities offers the following programs: Emergency Services for Individuals and Families, Social and Education Services, Services for Older Adults, Community Outreach Services, Housing and Neighborhood Development and Workshops and Trainings. Please see the attached Program and Service Guide for a detailed description of each service offered. Programs, services, and events are also listed and updated weekly on our Corporation website, [www.ccdoy.org](http://www.ccdoy.org).

SEE ATTACHED: Brochure, Program and Service Guide

12. Describe the population your agency services including any demographic information as well as family makeup. Include the number of families that your agency has served in the past two years.

The chart below provides demographic information on Catholic Charities' clients:

Total Unduplicated Clients Served: 2013

<b>Race</b>	<b>Children/Adolescents (under 18)</b>	<b>Adults (18- 64)</b>	<b>Seniors (65+)</b>	<b>Total Unduplicated Clients</b>
Asian/Pacific Islander	51	26	0	77
American Indian/Alaska Native	35	60	2	97
Black/African American	6368	5657	593	12618
White/European/Middle Eastern	11908	11723	1911	25542
Hispanic/Latino	947	741	38	1726
Other or Unknown	1753	2439	42	4234
<b>Total Unduplicated Clients</b>	<b>21062</b>	<b>20646</b>	<b>2586</b>	<b>44294</b>

The majority of the clients in Catholic Charities' First Step programs are children and women between the ages of 18 and 30. Ninety-two percent (92%) of the clients are on Public Assistance, and 94% reported incomes below the federal poverty line (\$23,550 for a family of four in 2013).

Over the past two years, Catholic Charities has served 36,624 total families. Ten percent (10%) of those families were helped through Catholic Charities' First Step programs.

13. Provide a current organizational chart (including any sub-grantees) and specify the key management and administrative personnel who will be assigned this project.

SEE ATTACHED

## Locations

1. Catholic Charities of Ashland County  
4200 Park Ave.—3rd Floor  
Ashland, Ohio 44004
2. Catholic Charities Regional Agency  
175 Laird Avenue  
Warren, Ohio 44483
3. Catholic Charities Regional Agency  
319 West Rayon Avenue  
Youngstown, Ohio 44502
4. Catholic Charities Diocesan Offices  
144 West Wood Street  
Youngstown, Ohio 44503
5. Catholic Charities Housing Opportunities  
225 Elm Street  
Youngstown, Ohio 44503
6. Catholic Charities Regional Agency, Christina House  
P.O. Box 262  
Lisbon, Ohio 44432
7. Catholic Charities Regional Agency, Christina Center  
115 East Washington Street  
Lisbon, Ohio 44432
8. Catholic Charities Regional Agency, Senior Center  
600 East 4th Street  
East Liverpool, Ohio 43920
9. Catholic Charities Serving Portage & Stark Counties  
206 West Main Street  
Ravenna, Ohio 44266
10. Catholic Charities Serving Portage and Stark Counties  
800 Market Street  
Canton, Ohio 44702
11. Catholic Charities Serving Portage and Stark Counties  
Adult Day Services  
2308 Reno Drive  
Louisville, Ohio 44641

## Catholic Charities, Diocese of Youngstown

Catholic Charities remains a witness to the Gospel each day as we feed the hungry, give drink to the thirsty, welcome the stranger, liberate prisoners, visit the sick, and even bury the dead. We also strive to be faith-filled witnesses to the Good News of Jesus' unconditional love. That love and grace abundantly given by God further requires that sometimes we as Catholic Charities have to be advocates and voices for those who are abused, neglected, ignored and suffering. Being a follower of Christ today means being in a world, in the marketplace, in the public square, and in the community sharing God's love and justice.



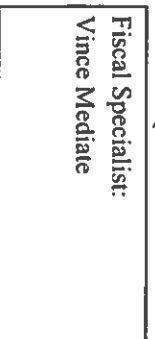
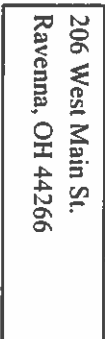
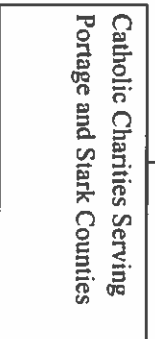
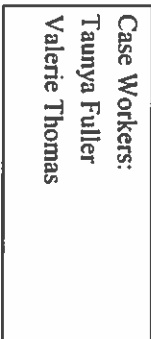
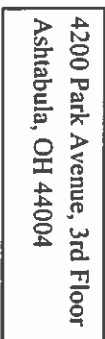
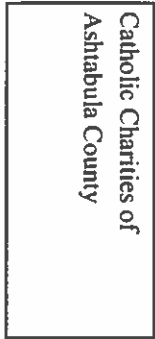
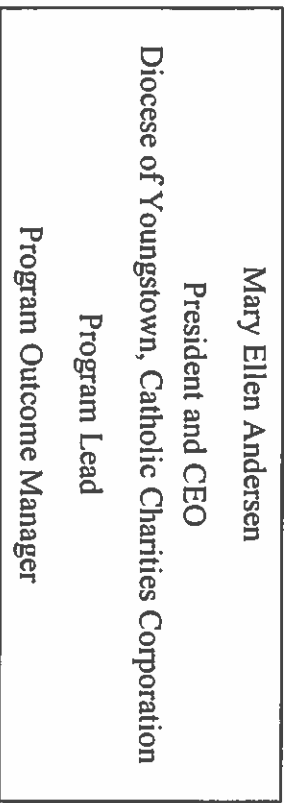
## Catholic Charities, Diocese of Youngstown



Catholic Charities  
Diocese of Youngstown  
Providing Help. Creating Hope.

144 West Wood Street  
Youngstown, OH 44503  
(330) 744-8451

[www.ccdoy.org](http://www.ccdoy.org)





# Catholic Charities Program and Service Guide

*A Directory of Catholic Charities Services  
in the Diocese of Youngstown*

Catholic Charities Administrative Services  
Catholic Charities of Ashtabula County  
Catholic Charities Housing Opportunities  
Catholic Charities Regional Agency  
Catholic Charities Serving Portage and Stark Counties  
Catholic Charities Legal Immigration Services  
Migration and Refugee Services (MRS)



**Program Design**  
(Response should be no more than 4 pages in total for items 14-18.)

14. Please indicate a minimum of two (2) planned uses of funding for this program:  
**[Applicants who do not indicate at least 2 planned uses of funding in their application shall not be considered for any grant award.]**

- a. Increase numbers served   X   Yes

In 2013, Catholic Charities served 1,913 households in its First Step and adoption programs. Funds from the Ohio Parenting and Pregnancy Program Grant will enable Catholic Charities to more than double the number of households served last year, adding approximately 2,000 families, as follows:

**Adoption Information Sessions -- Anticipated number to be served: 120 families**  
A state-certified adoption assessor employed by Catholic Charities will coordinate twelve (12) informational presentations in the six counties of the Diocese of Youngstown for women facing unplanned pregnancies.

**Case Management -- Anticipated number to be served: 150 families**  
Case workers in Catholic Charities' First Step programs will provide case management services to families moving from dependence to financial self-sufficiency per county.

**Material Assistance -- Anticipated number to be served: 1,680 families**  
Catholic Charities will provide material assistance (food, formula, diapers, clothing, a limited number of cribs, car seats and other items), including utility and rent/mortgage assistance specific to families with children ages 0-12 months.

**Parenting Skills Sessions -- Anticipated number to be served: 84 families**  
A case worker in each of the six counties of the Diocese of Youngstown will provide two, four-session parenting skills trainings for parents of children ages 0-12 months. Curriculum to be used is *Incredible Years Parenting Program for Parents with Babies Ages Birth to 12 Months*. Topics to be covered include getting to know your baby; babies as intelligent learners; providing physical, tactile, and visual stimulation; learning to read babies' minds; gaining support; and babies' emerging sense of self.

- b. Provide expanded or new services   X   Yes

Case management and material assistance are the two components of Catholic Charities' First Step program. Catholic Charities proposes to expand these components to reach a greater number of families, with concentration on parents of children ages 0-12 months. To achieve this goal, Catholic Charities will provide outreach to under-served areas of the service region, utilizing parish facilities for the distribution of material assistance and to meet with clients for case management.

Catholic Charities has provided adoption information seminars in the past, but not recently. This grant provides an opportunity to be more aggressive in promoting adoption not only as an alternative to abortion, but also as an alternative to parenting for those facing an unplanned pregnancy. These informational seminars will be held at the



Catholic Charities agency in each county, as well as an alternate site to be determined later.

Catholic Charities has been providing parenting skills training in various formats for approximately 20 years. This grant proposes to provide a specific parenting series using the *Incredible Years Parenting Program for Parents with Babies Ages Birth to 12 Months* curriculum. The four-session series will be offered in each of the six counties of the diocese twice during the grant year, with a minimum of seven participants per session. Sessions will be facilitated by professional Catholic Charities case workers. Clients for the parenting skills training will be referred from other Catholic Charities' programs, such as First Step, emergency assistance, and housing counseling, as well as from other community service organizations.

15. Services and the numbers of new individuals served

In the chart below, indicate a minimum of three (3) program activities your agency will provide. Include the anticipated number of new individuals that your agency will serve (for the duration of the grant period) in each activity and the total numbers you plan to serve. Please feel free to add rows to include services not listed.

Program Service	New Number Served		Program Service	New Number Served
Clothing	120		Parenting Classes	84
Counseling			Postpartum Recovery	
Diapers	300		Transportation	
Food	600		Adoption Information Sessions	120
Furniture (Cribs, car seats, pack and plays, etc.)	60		Case Management for parents of children ages 0-12 months	150
Health Care			Rent/Mortgage and Utility Assistance for families with children 0-12 months	600
			<b>Total</b>	2,034

16. Describe your agency's relationship with partner community organizations or agencies that will be used to carry out the program activities, including: 1) the name of each partnering organization (whether contractual or non-contractual relationship); 2) the roles and functions for the applicant and each individual partner organization; 3) services each partner will provide; 4) whether or not the partner organization(s) have collaborated with the applicant on similar projects in the past; 5) the number of years of collaboration with each partner; and 6) the location of partner offices.

The following foundations and/or organizations have been instrumental in supporting the Diocese of Youngstown Catholic Charities Corporation: Ohio Department of Health, Ohio Development Services Agency, Saint Vincent DePaul, Lend-A-Hand Food Pantry, United Way of Portage County, and The Women's Fund Endowment of Stark Community Foundation.

Funding from these partnering organizations have enabled Catholic Charities to provide material resources, including diapers, baby food, formula, clothing and other items, as well as funds for parenting classes and materials. The partnering organizations will continue to provide support to Catholic Charities for the duration of the grant period.

The following chart will provide the number of years of collaboration and the location of partner offices:

<b>Name</b>	<b>Number of years of collaboration</b>	<b>Location of offices</b>
Ohio Department of Health	20 years	246 N. High St. Columbus, Ohio 43215
Ohio Development Services Agency (formerly known as the Ohio Department of Development)	30 years	77 South High Street 29th Floor Columbus, Ohio 43215
St. Vincent DePaul	50 years	208 W. Front St. Youngstown, OH 44503 (and various local sites located at parishes throughout the diocese)
Lend-A-Hand Food Pantry	10 years	3312 Lake Ave. Ashtabula, OH 44004
United Way of Stark County	4 years	4825 Higbee Ave. NW #101 Canton, OH 44718
United Way of Ashtabula County	70 years	2801 C Ct # 3 Ashtabula, OH 44004
United Way of Trumbull County	30 years	3601 Youngstown Rd. SE Warren, OH 44484
United Way of the Mahoning Valley	30 years	255 Watt St. Youngstown, OH 44505
United Way of Northern Columbiana County	30 years	713 East State St. Salem, OH 44460
United Way of Southern Columbiana County	30 years	527 Market St. East Liverpool OH 43920
The Women's Fund Endowment of Stark Community Foundation	1 year	400 Market Avenue North Suite 200 Canton, OH 44702
Women, Infants and Children (WIC)	12 years	1001 Covington St. Youngstown, OH 44510

Name	Number of years of collaboration	Location of offices
Women, Infants and Children (WIC)—Ashtabula	10 years	3225 Lake Ave. Ashtabula, OH 44004
Salvation Army	30 years	1501 Glenwood Ave. Youngstown, OH
Humility of Mary Health Partners	20 years	250 DeBartolo Place Suite 2560 Boardman, Ohio 44512
Youngstown Metropolitan Housing Authority	20 years	131 W Boardman St. Youngstown, OH 44503
Trumbull Metropolitan Housing Authority	20 years	4076 Youngstown Rd. Warren, OH 44484

17. Define the eligibility requirements for the services provided. Additional eligibility standards may be added by requirements of 5101.804 of the Revised Code must be included.

Services will be provided to pregnant women and parents or other relatives caring for children twelve months of age or younger. It is the goal of the First Step program to provide case management, basic needs assistance ( i.e. clothing, cribs, car seats, diapers, food and formula), adoption services and parenting education for women facing unplanned pregnancies and families dealing with the challenges of raising healthy children. The program supports the pro-life, pro-family position of the Catholic Church through service and advocacy on behalf of women and families facing difficult life situations. These First Step program activities meet the following TANF goals:

- To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives, and
- To encourage the formation and maintenance of two-parent families

There is no charge to individuals and families seeking First Step assistance. It is the policy of Catholic Charities to not provide referrals to, or be involved with, any abortion activities, procedures or pro-abortion advertising. Catholic Charities does not discriminate in its provision of services on the basis of race, religion, color, age, marital status, national origin, disability, or gender.

18. Include a description of the target audience that will be serviced by the provider.

The vast majority of those engaging in Catholic Charities' efforts outlined in this grant proposal are clients in need of financial assistance. The heads of household seen at Catholic Charities' agencies are most often single, un/underemployed women with one or more children. However, assistance is also offered to eligible dual-parent households struggling with sudden financial limitations. Many referrals to Catholic Charities' expanded services will come by word of mouth; from other Catholic Charities' programs (emergency assistance, housing counseling, etc.); from other county social service providers, including WIC, Head Start, Job and Family Services, case workers from local children's mental health providers; and other agencies serving the needs of pregnant women, children, and at-risk parents of children ages 0-12 months.

**Program Outcome Management**  
**(Response should be no more than 2 pages in total for items 19-20.)**

19. Clearly describe the intended outcomes for this program and the indicators your agency will use to measure effectiveness.

Outcomes for the services explained in this Ohio Parenting and Pregnancy Program Grant request include the following:

- Increase program participants' awareness of adoption as a viable option to abortion or lack of desire/readiness to parent;
- Increase the number of program participants with a solid plan toward financial self-sufficiency;
- Decrease program participants' level of stress caused by uncertainty with regards to providing for child's/children's basic needs;
- Increase program participants' knowledge and skills related to parenting;
- Increase the amount of time program participants spend on higher-level parenting (e.g., nurturing, discipline);
- Increase program participants' awareness and use of coping skills.

To measure effectiveness in achieving indicators, Catholic Charities will

- track the number of pregnant women who either consider or choose adoption over other alternatives when facing an unplanned pregnancy;
- provide pre- and post-test assessments to First Step case management clients to determine whether the service is increasing their awareness of community resources available to them and to determine their success in adhering to a monthly budget;
- track the number of material goods distributed to First Step clients and client families;
- provide pre- and post-test assessments of parenting knowledge, skills, and coping mechanisms;
- survey parenting program participants six-months after their parenting skills sessions to see if they are still using learned techniques and approaches to parenting;
- utilize evaluation surveys with adoption, case management, material assistance, and parenting skills clients to assess satisfaction with services received and to determine other concerns and interests for future programming.

20. Describe how program data will be collected and confidentially maintained.

Personal program data will be collected via agency intake forms or group evaluation surveys. In order to maintain confidentiality, Catholic Charities maintains the following policies:

- All files and printed material that contain client information will be kept in locked file cabinets with restricted access.
- All electronic client information should be placed in the appropriate folder on a secure server. All folders have restricted access with only applicable program staff and management having access. Client information should never be stored on the computer hard drive.
- Client files should not be left in public areas such as hallways, desks, or non-secured areas. When not being used by authorized staff, files should be returned to a secure area.
- Client files should never be accessed or discussed other than for the purpose of providing service, billing or reporting.
- All client files will be maintained according to the Agency's record retention policy. Confidentiality must be upheld when purging files.

**Sub-grantees and Vendors**  
**(1 page maximum in total for Items 21-22)**

21. N/A

22. N/A

**Ohio Parenting and Pregnancy Program Grant**  
**APPENDIX A**  
**TECHNICAL APPLICATION**

**Program Budget**  
**(Page 1 of 2)**

<b>Program Budget Items</b>	<b>Totals</b>
Personnel	\$ 38,870
Fringe Benefits	\$ 10,495
Staff Mileage/Other Travel	\$ 528
Supplies	\$ 4,192
Health Care Services	\$ 0
Contracted Services	\$ 1,200
Participant Transportation	\$ 1,800
Participant Support	\$ 3,960
Equipment (shall not exceed 5% of the budget)	\$ 4,200
Other: (Specify here) Material Assistance -- clothing, diapers, furniture	\$ 9,150
Other: (Specify here) Material Assistance -- food, formula	\$ 12,000
Other: (Specify here) Material Assistance -- rent/mortgage, utility assistance	\$ 52,500
<b>Total Program Costs:</b>	\$ 138,895
<b>Indirect Costs (shall not exceed 15% of the budget):</b>	\$ --
<b>TOTAL:</b>	\$ 138,895

**Budget Narrative**  
**(Page 2 of 2)**

Please describe the costs and provide any necessary calculations for each budget line item. If indirect costs are included, the agency must provide a copy of their current approved indirect cost plan. Indirect costs will not be allowable without an appropriately approved indirect cost plan.

## Budget Narrative

Please describe the costs and provide any necessary calculations for each budget line item. If indirect costs are included, the agency must provide a copy of their current approved indirect cost plan. Indirect costs will not be allowable without an appropriately approved indirect cost plan.

### Personnel:

**\$38,870**

This line includes the hiring of three (3) .5 FTE caseworkers to provide material assistance and case management services in Catholic Charities' First Step programs. Case workers to be hired are expected to have a Bachelor's degree in a human services field, or equivalent experience in a social service setting, focusing on the needs of women and children.

1 caseworker x \$13.00/hour x 1040\* hours annually = \$13,520

2 caseworkers x \$13.00/hour x 975\* hours annually = \$25,350

(\* one of the Diocese of Youngstown Catholic Charities Corporation's affiliate agencies maintains a 40 hour work week, while the others maintain a 37.5 hour work week)

### Fringe Benefits

**\$10,495**

This line includes health care benefits for new personnel (approximated at 20% of each caseworker's salary); pension (approximated at 5% of each caseworker's salary); unemployment compensation (1% of each caseworker's salary); and worker's compensation (1% of each caseworker's salary).

### Staff Mileage/Other Travel

**\$ 528**

This line includes mileage reimbursements for caseworkers responsible for coordinating adoption information presentations and parenting skills training. It includes reimbursements for case management home visits (only when necessary) and errands to purchase supplies for First Step program activities outlined in this grant application. Also included is travel reimbursement for case managers to provide material assistance and case management services at parish locations to service outlying areas of the service region. Estimated mileage is approximately 1,200, with a reimbursement rate of .44/mile.

1,200 miles of travel x .44/mile = \$528

### Supplies

**\$ 4,192**

This line includes the purchase of curriculum materials for the *Incredible Years Parenting Program for Parents with Babies Ages Birth to 12 Months* (or similar program). The training program kit, which includes a facilitator's manual, DVDs, and other materials on the following topics: getting to know your baby; babies as intelligent learners; providing physical, tactile, and visual stimulation; learning to read babies' minds; gaining support; and babies' emerging sense of self. Cost is \$695.00.

\$695.00 x 3 affiliate agencies providing the service = \$2,085



This line also includes participant guides and journals: *Incredible Babies: A Guide and Journal of Your Baby's First Year*). The participant books are \$17.95 each.

84 total participants x \$17.95 = \$1,507.80 + \$63.00 shipping and handling = \$1,507.80

An additional \$600 has also been added for general office supplies (pens, paper, markers, newsprint, tape, scissors, etc.)

**Health Care Services** **\$ 0**

Health care services will not be provided by Catholic Charities through this grant.

**Contracted Services** **\$ 1,200**

This line includes 24 speaker/presenter stipends at \$50 each for adoption information presentations and parenting skills training sessions.

24 speakers/presenters x \$50 = \$1,200

**Participant Transportation** **\$1,800**

This line includes \$1,800 for bus passes, cab fare and gas cards (valued at no more than \$10.00) to help clients with lack of transportation attend their case management appointments and parenting skills training sessions.

**Participant Support** **\$3,960**

This line includes refreshments for adoption information sessions:

10 participants per session x 12 cycles of the series x \$5.00/person = \$600.00

This line also includes a light lunch or dinner for parents and children prior to each parenting skills training session:

7 participants per session x 24 sessions x 2 cycles of the series x \$10.00/person = \$3,360

**Equipment (shall not exceed 5% of the budget)** **\$4,200**

This line includes the purchase of one laptop computer for each county to be used to help First Step clients access The Ohio Benefit Bank to link them with public benefits, including health care, TANF, Medicaid, SNAP, etc., for which they qualify.

\$600 per lap top x 6 counties = \$3,600 (3% of total budget)

**Other: Material Assistance (Clothing, Diapers, Furniture) \$9,150**

This line includes specific assistance to families with children ages 0-12 months with the following items:

Clothing: 120 families x \$20/family = \$2,400

Diapers: 300 families x \$15/family = \$3,750

Furniture (cribs, pack and plays, car seats): 60 families x \$50/family = \$3,000

Total: \$9,150/6 counties = \$1,525 per county

**Other: Material Assistance (Food and Formula) \$12,000**

This line includes specific assistance to families with children ages 0-12 months with formula, baby food, and food for the household:

Formula and baby food: 300 families x \$20/family = \$6,000

Food (fresh and nonperishables): 300 families x \$20/families = \$6,000

Total: \$12,000

**Other: Material Assistance (Rent/Mortgage and Utility Assistance) \$52,500**

This line includes specific assistance to families with children ages 0-12 months with a one-time rent, mortgage or utility assist:

Rent/mortgage: 300 x \$100/family = \$30,000

Utilities: 300 x \$75/family = 22,500

Total: \$52,500

<b>Total Request:</b>	<b>\$138,895</b>
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# **Attachment A**

**Attachment A consists of 2 distinct and different sections. Both sections must be completed and included in Tab 1 of the proposal.**

**Section I – Required Grantee Information**

**Section II - Location of Business Form**

8. Is this grantee an Ohio certified MBE? Yes ☐ No ☒ If yes, attach a copy of current certification to proposal/bid. (If ODJFS has specified the RFGA document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION.)

**9. Mandatory Grantee Certifications:**

ODJFS may not enter into agreements with/make purchases from any organizations that have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. Organizations responding to any ODJFS RFGA opportunity MUST certify that they are NOT INELIGIBLE by signing each of the three statements below. Failure to provide proper affirming signature on any of these statements will result in the disqualification of your application.

I Mary Ellen Anderson (signature of representative shown in Item # 7, above) hereby certify and affirm that DOYCCC (name of the vendor shown in Item # 3, above), has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the United States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.

AND  
I Mary Ellen Anderson (signature of representative shown in Item #7, above) hereby certify and affirm that DOYCCC (name of the vendor shown in Item # 3, above), is not on the list established by the Ohio Secretary of State, pursuant to ORC Section 121.23, which identifies persons and businesses with more than one unfair labor practice contempt of court finding against them.

AND  
I Mary Ellen Anderson (signature of representative shown in Item #7, above) hereby certify and affirm that DOYCCC (name of the vendor shown in Item # 3, above), either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.

**10. Equal Employment Opportunity Information on the Grantee and any Sub-grantee(s)**

A. Provide vendor employee data both nationwide (including Ohio staff), and Ohio office employees separately:

	Nationwide	Ohio Offices
Total Number of Employees:	N/A	93
% of those who are Women:	N/A	85%
% of those who are Minorities:	N/A	8%

B. If you are the selected vendor, will you subcontract any part of the work?

X NO -or- YES, but for less than 50% of the work -or- YES, for 50% or more of the work

If yes, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Work To Be Performed: \_\_\_\_\_  
(a brief description) \_\_\_\_\_

Subcontractor's Estimated Percentage of Total Project (in % of work, not % of dollars): \_\_\_\_\_

If 50% or more of the work will be subcontracted, then ALSO provide the following information on ALL proposed sub-grantees:

	Nationwide	Ohio Offices
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

<b>State Agency / Educational Institution</b>	<b>Grant Dollar Amount</b>
Department of Job and Family Services	\$88,393.00
Department of Job and Family Services	\$5,475.00
Ohio Development Services Agency	\$196,017.00
Ohio Development Services Agency	\$117,000.00
Ohio Department of Education	\$11,020.00
Ohio Office of Criminal Justice Services	\$39,000.00
Ohio Attorney General's Office	\$55,821.00

## Attachment A —Section II.

### Location of Business Form

Pursuant to Governor's Executive Order 2011-12K ([www.governor.ohio.gov](http://www.governor.ohio.gov)), no public funds shall be spent on services provided offshore. This form serves as a certification of compliance with this policy and required disclosures. Please answer the following questions about the project or service you are seeking to perform for or the funding for which you are applying from the Ohio Department of Job and Family Services:

1. Principal location of business of Grantee:

<u>144 West Wood St.</u>	<u>Youngstown, OH 44503</u>
(Address)	(City, State, Zip)

Name/Principal location of business of sub-grantee(s):

<u>N/A</u>	<u></u>
(Name)	(Address, City, State, Zip)

<u></u>	<u></u>
(Name)	(Address, City, State, Zip)

2. Location where services will be performed by Grantee:

<u>SEE ATTACHED</u>	<u></u>
(Address)	(City, State, Zip)

Name/Location where services will be performed by sub-grantee(s):

<u>N/A</u>	<u></u>
(Name)	(Address, City, State, Zip)

<u></u>	<u></u>
(Name)	(Address, City, State, Zip)

3. Location where state data will be stored, accessed, tested, maintained or backed-up, by Grantee:

<u>SEE ATTACHED</u>	<u></u>
(Address)	(Address, City, State, Zip)

Name/Location(s) where state data will be stored, accessed, tested, maintained or backed-up by sub-grantee(s):

<u>N/A</u>	<u></u>
(Name)	(Address, City, State, Zip)

<u></u>	<u></u>
(Name)	(Address, City, State, Zip)

<u></u>	<u></u>
(Name)	(Address, City, State, Zip)

## **Locations where services will be performed by Grantee**

### **Catholic Charities of Ashtabula County**

4200 Park Avenue – 3<sup>rd</sup> Floor

Ashtabula, Ohio 44004

Phone: 440-992-2121

Fax: 440-992-5974

### **Catholic Charities Regional Agency**

319 West Rayen Avenue

Youngstown, Ohio 44502

Phone: 330-744-3320

Fax: 330-744-3677

175 Laird Avenue NE – 3<sup>rd</sup> Floor

Warren, Ohio 44483

Phone: 330-393-4254

Fax: 330-393-4050

115 East Washington Street

Lisbon, Ohio 44432

Phone: 330-420-0845

Fax: 330-420-0873

### **Catholic Charities Serving Portage and Stark Counties**

206 West Main Street

Ravenna, Ohio 44266

Phone: 330-297-7745

Fax: 330-297-7763

800 Market Avenue North

Canton, Ohio 44702

Phone: 330-491-0896

Fax: 330-491-1298

**Locations where state data will be stored, accessed, tested, maintained or backed-up by Grantee**

**Diocese of Youngstown Catholic Charities Corp.**

144 West Wood Street  
Youngstown, Ohio 44503  
Phone: 330-744-8451  
Fax: 330-742-6447

**Catholic Charities of Ashtabula County**

4200 Park Avenue – 3<sup>rd</sup> Floor  
Ashtabula, Ohio 44004  
Phone: 440-992-2121  
Fax: 440-992-5974

**Catholic Charities Serving Portage and Stark Counties**

206 West Main Street  
Ravenna, Ohio 44266  
Phone: 330-297-7745  
Fax: 330-297-7763

**Catholic Charities Regional Agency**

319 West Rayen Avenue  
Youngstown, Ohio 44502  
Phone: 330-744-3320  
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800 Market Avenue North

Canton, Ohio 44702  
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Fax: 330-491-1298

175 Laird Avenue NE – 3<sup>rd</sup> Floor

Warren, Ohio 44483  
Phone: 330-393-4254  
Fax: 330-393-4050

115 East Washington Street

Lisbon, Ohio 44432  
Phone: 330-420-0845  
Fax: 330-420-0873



**Internal Revenue Service**  
**P.O. Box 2508**  
**Cincinnati, OH 45201**

**Department of the Treasury**

**Date: June 12, 2013**

**Person to Contact:**

Roger Meyer ID# 0110429

**Toll Free Telephone Number:**

877-829-5500

**Employer Identification Number:**

53-0196617

**Group Exemption Number:**

0928

United States Conference of Catholic  
Bishops  
3211 4<sup>th</sup> Street, NE  
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your June 5, 2013, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2013*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2013* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

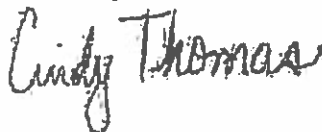
Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in dark ink that reads "Cindy Thomas". The signature is written in a cursive, flowing style.

Cindy Thomas  
Manager, Exempt Organizations  
Determinations

*Catholic Charities, Diocese of Youngstown*

## **PROGRAM AND SERVICE SITE LOCATIONS**

### **Affiliate Agencies -- Diocese of Youngstown Catholic Charities Corporation**

#### **Catholic Charities of Ashtabula County**

*Mrs. Lynn Zalewski, Executive Director*

4200 Park Avenue – 3<sup>rd</sup> Floor

Ashtabula, Ohio 44004

Phone: 440-992-2121

Fax: 440-992-5974

Website: [www.ccdoy.org](http://www.ccdoy.org)

Email: [lynnz@doyccac.org](mailto:lynnz@doyccac.org)

#### **Catholic Charities Housing Opportunities**

*Ms. Nikole Baringer, Grants and Projects Coordinator*

225 Elm Street

Youngstown, Ohio 44503

Phone: 330-744-8451

Fax: 330-742-6447

Website: [www.ccdoy.org](http://www.ccdoy.org)

Email: [nbaringer@youngstowndiocese.org](mailto:nbaringer@youngstowndiocese.org)

#### **Catholic Charities Regional Agency**

*Mrs. Nancy Voitus, Executive Director*

319 West Rayen Avenue

Youngstown, Ohio 44502

Phone: 330-744-3320

Fax: 330-744-3677

Website: [www.ccdoy.org](http://www.ccdoy.org)

Email: [nvoitus@ccregional.org](mailto:nvoitus@ccregional.org)

175 Laird Avenue NE – 3<sup>rd</sup> Floor

Warren, Ohio 44483

Phone: 330-393-4254

Fax: 330-393-4050

115 East Washington Street

Lisbon, Ohio 44432

Phone: 330-420-0845

Fax: 330-420-0873

#### **Christina House**

P. O. Box 262

Lisbon, Ohio 44432

Phone: 330-420-0036, 330-420-0037

Fax: 330-420-0105

#### **Catholic Charities Senior Center**

600 East 4<sup>th</sup> Street

East Liverpool, Ohio 43920

Phone: 330-385-4732

Fax: 330-385-9327

#### **Catholic Charities Legal Immigration Services**

*Mrs. Naomi Hokky, Supervising Attorney*

*Mr. Joseph Miles, BIA; Translation Services*

206 West Main Street

Ravenna, Ohio 44266

Phone: 330-297-7250

Toll-Free: 866-901-3700

Fax: 330-297-7257

Website: [www.ccdoy.org](http://www.ccdoy.org)

Email: [jmdoymrs-legal@sbcglobal.net](mailto:jmdoymrs-legal@sbcglobal.net)

#### **Catholic Charities Serving Portage and Stark Counties**

*Mr. George Garchar, Executive Director*

206 West Main Street

Ravenna, Ohio 44266

Phone: 330-297-7745

Fax: 330-297-7763

Website: [www.ccdoy.org](http://www.ccdoy.org)

Email: [george.garchar@catholiccharitiesps.org](mailto:george.garchar@catholiccharitiesps.org)

800 Market Avenue North

Canton, Ohio 44702

Phone: 330-491-0896

Fax: 330-491-1298

#### **Adult Day Services**

2308 Reno Drive

Louisville, Ohio 44641

Phone: 330-875-7979

Fax: 330-875-3006



**Catholic Charities  
Diocese of Youngstown**  
Providing Help. Creating Hope.



Catholic Charities,  
Diocese of Youngstown

@ccdoy

Ohio Parenting and Pregnancy Program Grant

**APPENDIX A**  
**TECHNICAL APPLICATION**

Program Assurances

Please affirm that the following statements are true and accurate. Affix the appropriate signature where indicated. **The application will not be considered complete without the required signature and shall be disqualified from consideration.**

We the undersigned assure that our Agency:

1. Will not charge pregnant women and parents or other relatives caring for children twelve months of age or younger a fee for any services received;
2. Is not involved in or associated with any abortion activities, including providing abortion counseling or referrals to abortion clinics, performing abortion-related medical procedures, or engaging in pro-abortion advertising;
3. Is physically and financially separate from any entity, or component of an entity, that engages in abortion activities;
4. Will only subcontract with entities that are physically and financially separate from any entity, or component of an entity, that engages in abortion activities;
5. Will not discriminate in its provision of services on the basis of race, religion, color, age, marital status, national origin, disability, or gender; and,
6. Will comply with the requirement of 5101.804 of the Ohio Revised Code.

Agency Name: Diocese of Youngstown Catholic Charities Corp.

Printed Name of Director/CEO: Mary Ellen Andersen

Mary Ellen Andersen  
Signature

July 21, 2014  
Date



Diocese of Youngstown Catholic Charities Corporation  
144 West Wood Street  
Youngstown, Ohio 44503  
Phone: (330) 744-8451 Fax: (330) 742-6447

Bishop George V. Murry, S.J.  
Chairman

Mary Ellen Andersen  
President

### Affirmation of Program Lead's Ohio Residency

Catholic Charities  
Regional Agency  
319 West Rayen Avenue  
Youngstown, Ohio 44502  
(330) 744-3320

This statement is to formally verify that the Program Lead for the Ohio Parenting and Pregnancy Program Grant resides in the State of Ohio.

MARY ELLEN ANDERSEN  
Program Lead's Printed Name

Rachel A. Hrbalich  
Witness's Printed Name

Catholic Charities  
of Ashtabula County  
4200 Park Avenue - Third Floor  
Ashtabula, Ohio 44004  
(440) 992-2121

Mary Ellen Andersen  
Program Lead's Signature

Rachel A. Hrbalich  
Witness's Signature

Catholic Charities  
Serving Portage & Stark  
Counties  
800 Market Avenue North  
Canton, Ohio 44702  
(330) 491-0896

July 21, 2014  
Date of Signature

7-21-2014  
Date of Signature

Catholic Charities  
Serving Portage & Stark  
Counties  
206 West Main Street  
Ravenna, Ohio 44266  
(330) 297-7745

Catholic Charities  
Housing Opportunities  
225 Elm Street  
Youngstown, Ohio 44503  
(330) 744-8451